

~~CONFIDENTIAL~~

Approved For Release 2005/08/03 : CIA-RDP85-00988R000100040028-8

14 June 1982

MEMORANDUM FOR: Director of Logistics

25X1

ATTENTION: [REDACTED]

FROM:

Chief, Administration Division, OTE

SUBJECT: Conference at the [REDACTED]

25X1

REFERENCES: a) DD/A 81-1536 dated 24 July 1981
b) DD/A 81-2149 dated 20 October 1981

[REDACTED]

25X1

2. In order to provide the necessary support, we ask that you prepare a memorandum to the Chief, Administration Division, OTE, at least three weeks before the conference begins covering the following information:

a. Component

b. Conference coordinator:
Name and extension

c. Contact officer:
Name and extension

d. Full names of all attendees

e. Arrival and departure times [REDACTED]

25X1

f. Mode of travel

g. If any in your group will be driving, list the driver's name, the year and make of car, car license number and state of registration

25X1

[REDACTED]

Approved For Release 2005/08/03 : CIA-RDP85-00988R000100040028-8

~~CONFIDENTIAL~~

OL 2 2707

~~CONFIDENTIAL~~

Approved For Release 2005/08/03 : CIA-RDP85-00988R000100040028-8

SUBJECT: Conference at the [redacted]

25X1

h. Special guests:

Name and title

Date and time of arrival and departure

- i. Special requirements such as computer support, projectors, viewgraphs, and logistical support

- j. For budgetary purposes, your office FAN account number (C)

3. Attendance at conference by non-Agency guests must have the written approval of the Director of Training and Education at least 15 working days preceding the conference. For non-Agency participants, you must include the organization they represent and indicate whether or not they have previously [redacted] Please remember that all non-Agency visitors must have a TOP SECRET clearance. (C)

25X1

25X1

be reached on extension [redacted] We hope your conference will be a success, and we will do our part to assist you in any way we can. (U)

25X1

-2-
~~CONFIDENTIAL~~

Approved For Release 2005/08/03 : CIA-RDP85-00988R000100040028-8